

## **CITY OF RIALTO**

### **SPECIAL EVENTS POLICIES & PROCEDURES**

#### **INTRODUCTION**

1. Applications: This policy applies to all person(s) wishing to organize an event of non exclusive use at a City of Rialto facility.

2. Authority: This policy has been implemented by authority of the Rialto City Council.

3. Definition: "Special Event" means any temporary event not exceeding thirty days, whether indoors or outdoors, or on improved or unimproved public property, which is consistent with the permanent use to which the property may be permitted. "Special event" shall also refer to any activity that may result in the closure of any public streets, or any activities which may temporarily require the installation of materials or devices using building, electrical, mechanical, plumbing, flammable or similar materials. All "special events" shall be classified under one of the following categories:

A. "Major special events" shall mean those events that impact multiple departments within the city and (1) have an anticipated attendance of five hundred or more persons, or (2) will result in the closure of a city roadway, street, right-of-way, or highway, or more than fifty percent of a city park (i.e., carnivals, parades, festivals, street fairs, 5K/10K races, bicycle rides).

B. "Minor special events" shall mean those events that impact multiple city departments and (1) have an anticipated attendance of less than five hundred persons, or (2) will have an impact on city rights-of-way (i.e., block parties, grand openings).

C. "Miscellaneous special events" shall mean those events which impact only one city department.

#### **PROCEDURE:**

##### **Application Process**

1. Application forms for special event approval are available at the Rialto Community Center. Completed application forms must be submitted to the Recreation & Community Services office for processing at least (90) days in advance of the event in order to ensure adequate time for review and to ensure availability of municipal resources. Completed applications can be dropped off or mailed to 214 N. Palm Ave., Suite 204, Rialto, CA 92376, sent by fax to (909) 820-2554, or sent by e-mail to [jaleviant@rialtoca.gov](mailto:jaleviant@rialtoca.gov). Should you require further information contact the Recreation & Community Services office at (909) 421-4949.

2. The event organizer shall not advertise the event or make financial commitments before obtaining required city approvals.
3. For an event, which is held annually, an application form must be completed each year.

### **Use of City Facilities**

1. If an event calls for the use of a city facility and the event complies with all Federal, State, County, and City laws and regulations and does not require City resources, the event will not require the approval of the Special Events Committee and is therefore exempt from the special event application process (i.e. picnics in one of Rialto parks, etc.).
2. If inflatable bouncer companies are used, the company must provide, to the Recreation and Community Services office, a Certificate of Insurance in the amount of no less than \$1,000,000. The City of Rialto must be named as additional insured on that Certificate.

### **Reserving City Facilities**

If an event requires the use of an outdoor city facility, it is the responsibility of the event organizer to reserve the facility through the Recreation & Community Services office and pay any applicable fee. **See Appendix "C".**

### **Consultation**

Any request for the use of or closure of a state highway is subject to the approval of Cal Trans. The Public Works designee will seek this approval on behalf of the event organizer. **See Appendix "A" for contact information.**

### **Event Site Plan**

1. A written event site plan must accompany the special event application form and shall include the following information:
  - a. A traffic plan including provision for emergency vehicle access, the location of barricades and/or other traffic control devices.
  - b. Proof of Fire Department approval for fire safety elements such as, but not limited to, fireworks, tents, heaters and stage decorations. **See Appendix "A" for contact information, Appendix "E" for Fire Safety Requirements and Appendix "F" for a sample Site Plan.**
2. The Special Events Committee may require the provision of qualified security personnel for an event; the cost of which will be borne by the event organizer. **See Appendix "A" for contact information.**
3. Use of city streets or rights-of-way must be approved by the Rialto Engineering Department. **See Appendix "A" for contact information. See Appendix "G" for street closure information.**

### **Public Liability Insurance**

1. Event organizers must provide a Certificate of Insurance showing proof of a Comprehensive Policy of Public Liability and Property Damage Insurance of no less than 1 million dollars (\$1,000,000).
2. The Certificate of Insurance must name the City of Rialto as an additional insured.
3. Proof of insurance must be on file two weeks prior to the event.
4. If the event organizer cannot obtain a Certificate of Insurance he/she may purchase insurance through the City's Finance Department. **See Appendix "A" for contact information.**

### **Access and Notification**

1. Access to businesses, residences and churches must be maintained.
2. The event organizer is responsible for notifying residents, merchants and the general public who may be affected by the special event at least two (2) weeks prior to the event date. **See Appendix "H" for sample notification.**

### **General Conditions**

1. The site/route will not be used for any other purpose other than that which is stated in the approval provided to the event organizer.
2. The event organizer is responsible for participant conduct. **See Appendix "D" for City Ordinances pertaining to that conduct.**
3. The event organizer is responsible for submitting a cleaning deposit upon approval of the event. **See Appendix "C" for fee information.**
4. Advertisements of the event are not permitted on public property including, but not limited to, lamp posts, power line posts, other utility features, park benches, and buildings.
5. The sale of food or other products must be identified in the special event application form.
6. Any food services, portable toilets or sewage pump-out facilities require the approval of the San Bernardino County Department of Environmental Health Services. **See Appendix "A" for contact information.**
7. Vehicles, including media vehicles, are not permitted on sidewalks, paths or green spaces (i.e. grassed areas) unless they are a functional part of the event and have been approved, in advance, by the Public Works Department.

8. Any additional conditions and/or comments will be included in the letter of approval.

**Cancellation**

1. The City of Rialto reserves the right to cancel an event up to and including the day of the event, or at any time during an event.

2. Organizers must designate, and provide the name of an on-site individual who has the authority to intervene with and/or stop the event if necessary at any time during the event.

## Appendix A

Rev. 12/4/03

### **Important Phone Numbers**

#### **City of Rialto Numbers**

#### **Contact Name**

Building	(909) 820-2505	Pat Anderson
Finance	(909) 820-2544	Paula Nanson
Licensing	(909) 820-2517	Pat Moore
Engineering	(909) 820-2530	Tim MimMack
Planning	(909) 820-2535	Trudy Lang
Fire Prevention	(909) 820-2508	Norma Barajas
Code Enforcement	(909) 820-2636	Carolyn Palmer
Public Works	(909) 820-2608	Rick Buysse
Waste Management	(909) 820-2622	Barbara Dellinger
Recreation & Community Services	(909) 421-4949	Julie Anne Leviant
Police Explorers & Volunteer Police	(909) 421-4978	Carolyn Palmer
KRTO	(909) 421-7235	Angela Perry
Traffic Division	(909) 820-2636	Paul Wing

#### **San Bernardino County Numbers**

Department of Environmental Health Services (909) 387-4608

#### **Other Important Numbers**

EDCO Disposal	(909) 877-1596
Rialto Record	(909) 381-9898
Inland Valley Daily Bulletin	(909) 987-6397
San Bernardino Sun	(909) 825-6981
Four Star Private Control	(909) 677-1149
AAPS Inc. Security	(909) 962-9630
Pro-Tec Private Security Inc.	(877) 477-5999

### **Block Party Conditions**

1. Obtain written permission from 2/3 of the residents residing within the street closure area and close proximity that may have street access inhibited because of the event.
2. Obtain an encroachment permit from the Engineering Department at 150 S. Palm Avenue. (Permit starts at \$40.00) **See Appendix A**
3. Contact the Public Works Department to coordinate the delivery and pick-up of barricades to block off the streets. **See Appendix A**
4. No alcoholic beverages will be permitted on the streets. **See Appendix D**
5. Block party coordinators shall purchase special event insurance through the City's Finance Department. **See Appendix A and C**
6. Block party coordinators will be responsible for assuring that the area is clean following the event and is responsible for any extra disposal costs that may result from excess trash. If trash is not cleaned up the amount for the clean up will be deducted from the cleaning deposit. **See Appendix C**
7. Block party coordinator must ensure that no permanent markings are made on the streets.
8. Verification of all necessary documentation and action pertaining to this event such as written approval from residences, proof of insurance, as well as coordination with the Public Works Department must be completed and turned into the Special Events Committee two weeks prior to the block party.
9. Block parties are not allowed on arterial, or collector roadways, or other roadways that provide the only access to any other street alley or road.
10. Nothing is allowed in the roadway.
11. Only safe and sane fireworks are allowed in the city limits of Rialto during June 28 through July 4. **See Appendix D**
12. Temporary banners and signs are not permitted within the public right-of-way or other public property.

## Appendix C

Rev. 12/4/03

### **Fee Rate**

Special Event Permit Fee	\$100.00
Special Insurance Fee (upon approval of event)	\$83.00 - \$864.00
Encroachment Fee	\$40.00 and up
Traffic Control Permit	\$80.00
Business License Fee	\$5.00 per week \$35.00 quarterly
Cleaning Deposit	\$200.00
Equipment Rental Fees	
18" Traffic Cones	\$.25 ea
28" Traffic Cones	\$.30 ea
Type I A-Frame Barricade	\$.30 ea
Type III Barricade 5'	\$1.55 ea
Road Closed Traffic Signs	\$.85 ea
10' Parade Barricade	\$1.25 ea
Wooden Stakes	\$.36 ea
Delineators	\$.30 ea
Temp. No Parking Sign	\$.75 ea
Arrow Board Trailer	\$75.00
Minimum Delivery & Pick-Up Charge	\$100.00
Equipment Deposit	\$200.00
Road Closure Inspection	\$100.00 per day
Police Department	
Sworn Police Officer	\$69.42 per hour
Sergeant	\$85.99 per hour
Public Works Department	
Hourly Rate	\$31.48 per hour
Fire Department	
Fire Prevention Inspector	\$44.30 per hour
Captain	\$55.25 per hour
Engineer	\$47.64 per hour
Firefighter	\$41.77 per hour
Firefighter/Paramedic	\$45.31 per hour
Recreation Department	
Supervisor	\$47.63 per hour
Recreation Staff	\$16.24 per hour

**Ordinances**

**Alcohol**

25658 B.P. (a) Except as otherwise provided in subdivision (c), every person who sells, furnishes, gives, or causes to be sold, furnished, or given away, any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor. (b) Any person under the age of 21 years who purchases any alcoholic beverage, or any person under the age of 21 years who consumes any alcoholic beverage in any on-sale premises, is guilty of a misdemeanor. (c) Any person who violates subdivision (a) by purchasing an alcoholic beverage for a person under the age of 21 years and the person under the age of 21 years thereafter consumes the alcohol and thereby proximately causes great bodily injury or death to himself, herself, or any other person, is guilty of a misdemeanor.

(2) Any person who violates subdivision (a) by furnishing an alcoholic beverage, or causing an alcoholic beverage to be furnished, to a minor shall be punished by a fine of one thousand dollars (\$1,000), no part of which shall be suspended, and the person shall be required to perform not less than 24 hours of community service during hours when the person is not employed and is not attending school. (3) Any person who violates subdivision (c) shall be punished by imprisonment in a county jail for a minimum term of six months not to exceed one year, by a fine not exceeding one thousand dollars (\$1,000), or by both imprisonment and fine.

25662 B.P. (a) Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor and shall be punished by a fine of two hundred fifty dollars (\$250) or the person shall be required to perform not less than 24 hours or more than 32 hours of community service during hours when the person is not employed or is not attending school. A second or subsequent violation shall be punishable as a misdemeanor and the person shall be fined not more than five hundred dollars (\$500), or required to perform not less than 36 hours or more than 48 hours of community service during hours when the person is not employed or is not attending school, or a combination of fine and community service as the court deems just.

647 P.C. Every person who commits any of the following acts is guilty of disorderly conduct, a misdemeanor: (f) who is found in any public place under the influence of intoxicating liquor, any drug, controlled substance, toluene, or any combination of any intoxicating liquor, drug, controlled substance, or toluene, in such a condition that he or she is unable to exercise care for his or her own safety or the safety of others, or by reason of his or her being under the influence of intoxicating liquor, any drug, controlled substance, toluene, or any combination of any intoxicating liquor, drug, or toluene, interferes with or obstructs or prevents the free use of any street, sidewalk, or other public way.

9.34.020 RMC. It is unlawful for any person or persons to drink or consume or attempt to drink or consume any alcoholic beverages while such persons are in or upon any public park, city hall or other property devoted to a municipal use (includes sidewalks and streets) except as noted in section 9.34.020 RMC.

9.34.020 RMC. It is unlawful for any person to exhibit or display any alcoholic beverages while such person or persons are in or upon any public park, city hall or other property devoted to a municipal use (includes sidewalks and streets) except as noted in section 9.34.020 RMC.



## **Noise**

415 P.C. Any of the following persons shall be punished by imprisonment in the county jail for a period of not more than 90 days, a fine of not more than four hundred dollars (\$400), or both such imprisonment and fine:

(1) Any person who unlawfully fights in a public place or challenges another person in a public place to fight.

(2) Any person who maliciously and willfully disturbs another person by loud and unreasonable noise.

(3) Any person who uses offensive words in a public place which are inherently likely to provoke an immediate violent reaction.

## **Fireworks**

5.20.010 RMC Time Restrictions – Safe and sane fireworks, as defined by section 12504 of the Health and Safety Code of the state, may be sold and discharged within the city during the period beginning at twelve noon on June 28<sup>th</sup> and ending at twelve midnight on July 4<sup>th</sup> each year pursuant to the provisions of this chapter and not otherwise.

5.20.120 RMC Discharge restrictions – It is unlawful for any person to ignite, explode, project, or otherwise fire or use any fireworks, or permit the ignition, explosion or projection thereof, upon or over or onto the property of another without his consent, or to ignite, explode, project or otherwise fire or make use of, any fireworks within ten feet of an residence, dwelling or other structure used as a place of habitation by human beings.

## Appendix E

Rev. 12/4/03

### FIRE SAFETY REQUIREMENTS -TENTS, CARNIVALS AND FAIRS

Fire apparatus access road shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet and 6 inches. The location and arrangement of emergency access routes shall be approved by the fire department prior to erecting rides and booths.

Provide second exit for emergency vehicles. This exit is allowed to be locked provided the 24-hour security has keys at all times.

Concession stands used for cooking shall have a minimum 10' clearance on at least two sides and shall not be located within 10' of amusement rides or attractions.

**Internal combustion engines shall be refueled only when rides are not in use.**

**Internal combustion engines shall be isolated from contact with the public by physical guards, fencing or an enclosure.**

The sidewalls, drops and tops of all tents, canopies and temporary membrane structures shall be flame-retardant. Proof of compliance shall be provided. State seal must be visible for inspection.

**Smoking is not permitted in tents, canopies and temporary membrane structures. No Smoking Signs shall be conspicuously posted.**

**Carnival rides shall be inspected and certified by the State of California Division of Industrial Safety. Proof of compliance shall be provided.**

**Fire extinguishers shall be serviced by a contractor licensed by the California State Fire Marshal. Proof of compliance shall be provided.**

Fire extinguishers shall be provided in the following locations:

- a. 40BC rated extinguisher where deep fat fryers are used.
- b. 2A10BC rated extinguisher at each internal combustion engine.
- c. 2A10BC rated extinguisher for each tent, canopy and membrane structure of 200 square foot floor area.
- d. 2A10BC shall be located within 75' of all area.
- e. Additional fire extinguishers may be required as needed.

**Provide a plot plan of site.**

A permit fee of \$30.00 must be paid prior to event.  
(CFC 104 Permits, 2504 Assembly, 32 Tents, RMC 2697).

Provide copy of City of Rialto business license.

**Provide letter of approval from property owner.**

**Inspection of site will be conducted prior to event opening. Call for inspection 24/48 hours in advance.**

**Final approval shall be subject to field inspection. Approval does not permit the violation of any laws and standards.**

## Appendix F Bus Parking

City Hall  
Parking Lot

Pick up of students after parade  
Buses may park along Palm and  
First St. or in the City Hall  
parking lot next to the library.

Rialto  
Chamber

Train Tracks

Palm Ave.

**City Hall**  
S. Palm Ave.  
End of  
Parade/Awards.  
Parade will  
disperse at City  
Hall 2:00 pm

**Rialto Chamber  
Christmas Parade Route  
Theme: Holiday Traditions**  
  
Saturday, December 14, 2002

Rialto Ave.

Riverside Ave.

Train Tracks

**Registration of Non-Band  
Parade Participants &  
Dignitaries Staging**  
Milor/Zupanich School Parking Lot  
(Corner of Willow & Randall)

**MC's & Non-Band Judges Stand**  
(In front of Storage Outlet)

Parking Lot

**Parade Start**  
Randall & Riverside Ave  
12:00 pm

Willow Ave.

**Horse Staging**  
243 Randall Ave., Rialto  
(dirt lot across the street from  
Milor/Zupanich School)

Sycamore Ave.

**Judges Stand**  
In front of the Jack Simonson  
Center, (Riverside Ave.)

San Bernardino Ave.

**Band Registration & Competition**  
10:00 am  
Rialto City Park  
(Corner of Sycamore & San Bernardino Ave.)

**CITY OF RIALTO**  
**TRAFFIC ENGINEERING CONDITIONS FOR STREET CLOSURES:**  
**TEMPORARY TOTAL CLOSURE OR TEMPORARY PARTIAL CLOSURE**

DEFINITIONS - STREET CLOSURE

1. Temporary Total Closure - Temporary total Closure of any street, requires City Council approval and a detour plan approved by the City Engineer.
2. Temporary Partial Closure - Temporary Partial Closure of a street with 50 percent of the travel lanes in one direction closed for 4 hours or longer during the same day. Normal street working hours are from 9:00 a.m. to 3:00 p.m., except in the immediate vicinity of a school or other high vehicle activity center. Actual working hours are set by the City Engineer.

The following CONDITIONS apply to a TEMPORARY TOTAL CLOSURE:

A temporary total closure requires City Council approval before the Engineering Division can issue a permit for a temporary total closure of any street to traffic. A temporary total closure permit requires that emergency vehicles and residents be permitted access at all times. This process will require at least 60 days advance notice and a traffic control/detour plan must be prepared for the project. The traffic control/detour plan must be approved by the City Engineer. The temporary street closure and the timing/duration must be approved by the City Engineer prior to City council approval. During the temporary total closure, the traffic control for the detour/closure will be inspected each day by City staff; the current cost is \$100 per day for inspection services.

The following CONDITIONS apply to a TEMPORARY PARTIAL CLOSURE:

A temporary partial closure requires the approval of the City Engineer and an additional City permit (different from the construction permit or the encroachment permit from the Inspection Section). The additional "traffic control permit" is issued by the Engineering Division in City Hall and is issued in accord with Rialto Municipal Code. The current minimum permit cost is \$80.

A permitted temporary partial street closure consists of a single lane closure for a duration of more than 4 hours. A temporary partial street closure of less than four hours that is in accord with the State of California Manual of Traffic Controls (or WATCH Manual) will not require an additional permit unless the City inspector determines that safe traffic procedures and/or the Manual of Traffic Controls is not being followed. The Rialto Municipal Code Sections will be enforced. Streets with a raised median require special traffic control planning and may be subject to City Council approval.

The contractor will complete the application, pay the required fees and submit the proposed traffic control plan seven days in advance of the need for the partial closure. The permit will be issued two days prior to the closure effective date. Issued 06-26-03

# **ATTENTION RESIDENTS AND MERCHANTS**

## **The Annual Run-Whatcha-Brung X Car Show**

will be held on Saturday, June 14, 2003.

Streets will be closed on June 14<sup>th</sup> from  
6:00 a.m. to 5:00 p.m., as follows:

- Riverside Avenue along the south curb line of Foothill Blvd.
- The eastbound right turn lane of Foothill Blvd. at Riverside Avenue
- The westbound left turn lane of Foothill Blvd. at Riverside Avenue
- The east driveway of the 76 gas station along Riverside Avenue, south of Foothill Blvd.
- The west driveway of Washington Mutual Bank, along Riverside Avenue, south of Foothill
- Third Street at the east edge of the alley west of Riverside Avenue
- Third Street at the west edge of the alley east of Riverside Avenue
- Second Street at the east edge of the alley west of Riverside Avenue
- Second Street at the west edge of the alley east of Riverside Avenue
- First Street at the east edge of the alley west of Riverside Avenue
- First Street at the west edge of the alley east of Riverside Avenue
- The west driveway of Cuca's restaurant along Riverside Avenue, north of First Street
- Rialto Avenue at the east edge of the alley west of Riverside Avenue
- Rialto Avenue at the west edge of the alley east of Riverside Avenue
- The north driveway of the Spearmint Rhino/Telly's, along the west side of Riverside Avenue, north of Bonnieview
- Northbound Riverside Avenue, at Bonnieview

**Sponsored By:  
Rialto Rotary**

# **ATTENTION CUSTOMERS**

**Riverside Avenue will be closed between Foothill Blvd and Bonnieview on Saturday, June 14, 2003 from 6:00 a.m. to 5:00 p.m. for the Annual Run-Whatcha-Brung X Car Show.**

**Rialto Businesses  
will remain open.**

Sponsored By:  
Rialto Rotary

# Special Event Checklist For Applicant

Rev. 12/4/03

- \_\_\_\_\_ Determine date and site of proposed event.
- \_\_\_\_\_ Read Special Events Policy and Procedures thoroughly.
- \_\_\_\_\_ Establish pre-event timeline. (Be certain that your event date allows for the timely filing of your event application)
- \_\_\_\_\_ Classify your event by type. (Major, minor, misc.)
- \_\_\_\_\_ Complete application.
- \_\_\_\_\_ Include event site plan with application. (Layout of event)
- \_\_\_\_\_ Submit the application to Recreation & Community Services office at 214 N. Palm Ave., Suite #204, 90 days prior to your event.
- \_\_\_\_\_ Attend Special Events Committee meeting once a date for the meeting is communicated by the Recreation & Community Services Department, present event information, and follow up with additional requirements set by the City.
- \_\_\_\_\_ Determine event feasibility based upon special event requirements obtained from the Special Events Committee. (i.e. can you both afford and manage this event)
- \_\_\_\_\_ Obtain all necessary permits and inspections (i.e. generator permits, fire inspection generator inspection, health inspection, business licenses etc.)
- \_\_\_\_\_ Complete and submit permits to the Recreation & Community Services Department 2 weeks before scheduled event.